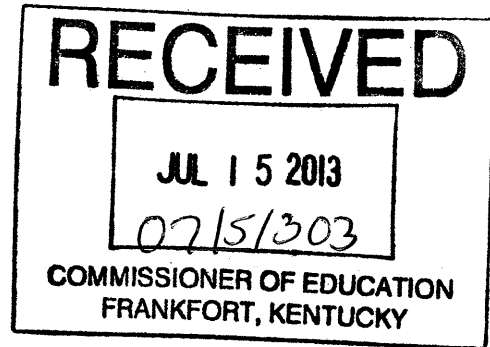


300 North Main Street  
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July 10, 2013

Dr. Terry Holliday  
Commissioner  
Kentucky Department of Education  
500 Mero Street  
1st Floor CPT  
Frankfort, KY 40601

Dear Commissioner Holliday:

Please find enclosed the MOU between the Kentucky Community and Technical College System and the Kentucky Board of Education signed by Dr. McCall.

If possible, we would like a completed MOU for our files.

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia K. Ackley". The signature is fluid and cursive, with a long horizontal line extending to the right.

Cynthia K. Ackley  
System Executive Assistant to the President



**Dual Credit**  
**Memorandum of Understanding (MOU)**  
**between the**  
**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM**  
**and the**  
**KENTUCKY DEPARTMENT OF EDUCATION**

**I. Introduction and Purpose**

Pursuant to the *Kentucky Postsecondary Education Improvement Act of 1997* (House Bill 1), the Kentucky Community and Technical College System is charged with enhancing the relationship of credentials between secondary and postsecondary programs that permit secondary students to participate in opportunities such as dual credit. In order to offer a more seamless path of education and training for students in the Commonwealth of Kentucky, the Kentucky Community and Technical College System (KCTCS) enter into this Dual Credit Memorandum of Understanding with the Kentucky Department of Education (KDE). This agreement reflects national standards and best practices for dual credit as outlined by the National Alliance for Concurrent Enrollment Partnerships (NACEP). This agreement is aligned according to regional standards set forth by the Southern Association of Colleges and Schools - Commission on Colleges (SACS-COC) and statewide standards according to Kentucky Revised Statutes (KRS) and KCTCS Policy.

This agreement is designed to benefit students by providing a seamless pathway to postsecondary education while reducing student expense and time to credential attainment. The ultimate purpose of dual credit is the completion of a postsecondary credential.

This agreement outlines the terms and conditions under which courses for dual credit will be offered by KCTCS colleges and at secondary schools under the leadership of KDE and, more specifically, the terms and conditions through which opportunities will be provided for secondary students to take college-level courses and receive both college credit and high school credit.

**II. Definition of Dual Credit**

For the purposes of this agreement, dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with Kentucky Revised Statute 164.002 and KCTCS Administrative Policy and Procedures 4.15.

KCTCS dual credit is concurrent enrollment in high school and a KCTCS college with credit awarded by both. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to a KCTCS college and be accepted, and the KCTCS colleges are responsible for the academic integrity of the courses for which postsecondary credit will be awarded.

Dual credit will only be awarded for college-level coursework. Each college must ensure the quality, consistency, and rigor of courses accepted for dual credit. Coursework must be relevant to a credential offered at the local KCTCS college. Coursework must include the same course competencies and result in the same learning outcomes as the course taught at the KCTCS college.

- Students will receive an official course syllabus by the first or second day of the college course. The syllabus will include:
  - a. Course requirement information, including the official description, course prerequisites, course content, grading policy, attendance requirements, course completion requirements/performance standards, and other related course information.
  - b. Criteria to be used in evaluating the student's performance, a course grading system that includes specific expectations with relative weights, and the requirement that the grades described in the *KCTCS Catalog* will be used.

#### C. Dual Credit Delivery Methods

- Dual Credit courses may be delivered at the college site, the local high school, another site not on the high school or college campus, in a virtual environment, or in a delivery method that utilizes a combination of these delivery methods.

#### D. Grading for Dual Credit Courses

The KCTCS grading policy will apply to college courses offered for dual credit under this agreement. (KCTCS Senate Rule 3.0.1)

All grades earned for college credit by the student in a dual credit course will be transcribed by KCTCS.

#### E. Awarding of Dual Credit

- College credit will be awarded for courses taken for dual credit with a KCTCS college upon the student's completion of the course requirements and will become part of the student's official college transcript. The award of college credit will be in compliance with appropriate accreditation standards for the KCTCS college.
- All KCTCS institutions will recognize credit awarded under this agreement as stated in KCTCS policy and according to accreditation requirements.
- College credit awarded pursuant to this agreement will be applied to KCTCS program requirements in an applicable postsecondary program that the KCTCS college is approved to offer.
- Each local KCTCS college will permit qualified dual credit students to enroll in a maximum of 12 credit hours per academic year. Exceptions above the 12 hour limit may be considered and approved by the Chief Academic Officer at the local KCTCS college based on the specific curriculum or program offered during the dual credit experience. In addition, exceptions may be allowed for dual credit students enrolled in Early or Middle Colleges.
- High school credit will also be awarded by the secondary school upon successful completion of the course. The award of high school credit will be in compliance with state standards.

## I. Tuition and Other Charges

- Tuition and other charges for dual credit enrollment courses will be consistent with the tuition rates and policies of KCTCS.
- Students enrolled in a dual credit course on a KCTCS campus, when the course is supported by SEEK funding to the college, will be determined to have paid tuition.
- A 50% Dual Credit Tuition Waiver will be offered to students enrolled in dual credit career and technical education courses and/or dual credit general education courses in those cases for which all of the following apply:
  - a. The courses offered for dual credit are taught at the partnering high school or taught at the partnering ATC/technical high school;
  - b. The courses offered for dual credit are taught by a college faculty member; and
  - c. All instructional costs are covered by the college.
- A 100% Dual Credit Tuition Waiver will be offered to students enrolled in dual credit career and technical education courses and/or dual credit general education courses in those cases for which the all of the following apply:
  - a. The courses offered for dual credit are taught at the partnering high school or taught at the partnering ATC/technical high school;
  - b. The courses offered for dual credit are taught by a secondary school teacher; and
  - c. All instructional costs are covered by the secondary school.
- Students receiving a 100% Dual Credit Tuition Waiver will be assessed a KCTCS charge for services equating to the administrative expense per semester (e.g., creating and maintaining student records) incurred by KCTCS in offering the dual credit course. The charge for service will be designated at the beginning of each fiscal year by the KCTCS President. This charge for service shall not be waived for any student receiving a Dual Credit Tuition Waiver. This charge for service for each student receiving a Dual Credit Tuition Waiver shall be paid using one of the following methods:
  - a. The student or parent or other individual pays the service charge.
  - b. The college pays the service charge using a scholarship.
  - c. A third party (e.g., OCTE, the high school, the school district, or a private or other entity) pays the service charge.
- Each KCTCS college in partnership with local school districts shall identify local scholarship funds to cover the administrative charge for dual credit students who demonstrate need for financial assistance to pay the administrative charge.

## J. Student Admission to KCTCS Programs

Where applicable, secondary school students who successfully complete KCTCS dual credit courses will be given special consideration in program admissions when matriculating to a KCTCS program with special or selective admissions requirements. (KCTCS Senate Rule 3.0)

- Joint Responsibilities

KCTCS and KDE, including KCTCS colleges and all secondary school partners, will be responsible for the following:

- a. Course Alignment Process

1. When KCTCS seeks to change the learning outcomes for any of the programs and/or courses offered for dual credit pursuant to this MOU, KCTCS will notify KDE of the proposed changes at the same time as the initiation of the KCTCS curriculum approval/course revision process.
2. If it is determined that the proposed change will have an adverse effect on the award of college credit for dual credit courses offered pursuant to this MOU, then:
  - a) KCTCS will identify appropriate standards for content, quality, and rigor pursuant to the requirements of SACS-COC for the program and/or course revision.
  - b) KDE will ensure that courses approved for dual credit will incorporate any and all changes that occur in the same courses at KCTCS.

- b. Advisement for Secondary Students and Parents

1. The local KCTCS college and the partner secondary school are each responsible to provide advising for students and parents regarding dual credit courses and the implications for the students' future collegiate enrollment and financial aid. This advising includes career counseling and college program advising, and promoting matriculation to KCTCS.

- c. Identification of Students Needing Financial Assistance

1. KCTCS and KDE shall collaborate in the development of a process to determine student eligibility for financial assistance.

L. Early College/Middle College

KCTCS colleges having agreements with local school districts for programs generally referred to as "early colleges" or "middle colleges" may continue these agreements under the terms of these agreements.

M. Implementation


This agreement shall become effective upon signature of all parties and will be implemented for dual credit courses offered beginning Fall 2013.

N. Evaluation, Term, and Modification

This Memorandum of Understanding, as well as the accompanying local agreements, must be reviewed and evaluated annually. Any revisions to this memorandum must be in writing and signed by all parties.

**V. Signatures**

The parties signed below have seen and are authorized and agree to the terms and conditions stated in this Memorandum of Understanding:

  
\_\_\_\_\_  
Michael McCall, President  
Kentucky Community and Technical College System

7/9/13  
Date

\_\_\_\_\_  
Terry Holliday, Commissioner  
Kentucky Department of Education

\_\_\_\_\_  
Date